



COMMANDER, NAVY INSTALLATIONS
DEPARTMENT OF THE NAVY
2000 NAVY PENTAGON
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WASHINGTON, DC 20350-2000

11103

N7/TM

04 NOV 2003

From: Commander, Navy Installations

Subj: ANNUAL UTILIZATION AND MANPOWER REPORTING

Ref: (a) NAVFACINST 5312.1, Bachelor Housing Utilization and Manpower Reporting

Encl: (1) NAVFAC Form 4550/1 (4/98) and NAVFAC Form 5314/1 (4-98)
(2) Summary of Common Errors and Validation Checkpoints

1. It is time for the completion and submission of the Annual Utilization and Manpower Reports (enclosure (1)). Details on completion and submission are included in reference (a). General guidance and required forms are on the NAVFAC Intranet at <http://navfacilitator.navfac.navy.mil/bh/utilization.htm>.

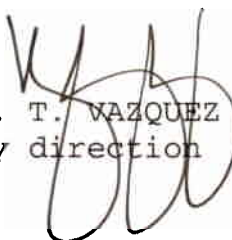
2. The major change this year is that all reports will be submitted by the Regional Commanders directly to Commander, Navy Installations (CNI), Navy Housing no later than 15 December 2003. They will not be submitted through the Installation Management Claimant (IMC) or the Engineering Field Division (EFD) as stated in reference (a), enclosure (1), page 2. Regional Commanders should coordinate directly with Navy Housing if they require any assistance.

3. These reports are important since the Navy Housing office is often required to respond to Congressional, DOD, and Navy data calls regarding utilization and manpower operations of Navy Bachelor Housing. The Annual Utilization and Manpower Reports are important to the Military Construction (MILCON) and Special Projects funding process. The ability to respond quickly and accurately is often key to obtaining the funding needed for construction, renovation, and operations of Bachelor Housing. The U.S. Census Bureau also requires utilization information, and scrutinizes the data carefully.

Subj: ANNUAL UTILIZATION AND MANPOWER REPORTING

4. To assist installations and regions in reviewing the reports for completeness and accuracy, enclosure (2) provides a summary of common errors and validation checkpoints.

5. The Navy Housing point of contact is Ms. Tracey Martin at commercial (202) 685-9376, DSN 325-9376 or email at martintd@navfac.navy.mil.


J. T. VAZQUEZ
By direction

Distribution:

COMNAVFOR JAPAN
COMNAVREG SOUTH
COMNAVMARIANAS
COMNAVREG GULFCOAST
COMNAVREG NE
COMNAVREG MIDWEST
COMNAVREG EUR
COMNAVREG SW
COMNAVREG SOUTHWEST ASIA
COMNAVFOR KOREA
COMNAVREG NW
COMNAVREG HAWAII
COMNAVREG SE
COMNAVREG MIDLANT
NDW
BUMED (MED-344)

| | | | | | | | | | | | | | | | |
|---|--|---|-----------|--------------------------|-------------------|-------------------|----------------|-----------|----------------|---|--------------|-----------------------|---------|---------|---------|
| NAVY BACHELOR HOUSING (BH) UTILIZATION REPORT | | | | | | | | | | REPORT CONTROL SYMBOL NAVY (BH) 1470 | | | | | |
| 1. UNIT IDENTIFICATION CODE (UIC): | | 2. REGION: | | 3. REPORT DATE (YYMMDD): | | | | | | | | | | | |
| 4. REPORTING ACTIVITY: | | | | 5. COUNTRY: | | | | | | | | | | | |
| 6. AREA: (X ONE) | | a. CONUS | | b. U.S. OVERSEAS | | c. FOREIGN | | | | | | | | | |
| PERMANENT PARTY PERSONNEL | | | | | | | | | | | | | | | |
| AT OR ABOVE ASSIGNMENT STANDARDS | | | | | | | | | | | | | | | |
| CATEGORY OF PERSONNEL | | E1 - E4 (a) | RA (b) | E5 - E6 (c) | E7 & ABOVE (d) | TOTAL (e) | E1 - E4 (f) | RA (g) | E5 - E6 (h) | E7 & ABOVE (i) | TOTAL (j) | | | | |
| 7. UTILIZATION PLAN | | | | | | | | | | | | | | | |
| 8. PERSONNEL HOUSED | | | | | | | | | | | | | | | |
| 9. UTILIZATION % | | #VALUE! | #VALUE! | #VALUE! | #VALUE! | #VALUE! | #VALUE! | #VALUE! | #VALUE! | #VALUE! | #VALUE! | | | | |
| PERMANENT PARTY SUPPLEMENTAL DATA | | | | | | | | | | | | | | | |
| 13. SHIPBOARD SAILORS (E5) | | | | | | | | | | | | | | | |
| 14. PERSONNEL HOUSED IN LEASED/CONTRACT HOUSING | | | | | | | | | | | | | | | |
| TRANSIENT PERSONNEL | | | | | | | | | | | | | | | |
| MULTIPLE OCCUPANCY ROOMS | | SINGLE OCCUPANCY ROOMS | | | | TOTAL | | | | | | | | | |
| (a) | | (b) | | | | 90 TO 134 SQ. FT. | | | | 135 TO 249 SQ. FT. | | 250 SQ. FT. AND ABOVE | | (e) | |
| 15. UTILIZATION PLAN | | | | | | | | | | | | | | | |
| 16. PERSONNEL HOUSED | | | | | | | | | | | | | | | |
| 17. UTILIZATION % | | #VALUE! | #VALUE! | #VALUE! | #VALUE! | #VALUE! | #VALUE! | #VALUE! | #VALUE! | #VALUE! | #VALUE! | #VALUE! | #VALUE! | #VALUE! | #VALUE! |
| TRANSIENT SUPPLEMENTAL DATA | | | | | | | | | | | | | | | |
| 18. PERSONNEL HOUSED IN OPEN BAY (ROOM NIGHTS) | | | | | | | | | | | | | | | |
| 19. TAD/TDY PERSONNEL HOUSED IN NAVY LODGE (ROOM NIGHTS) | | | | | | | | | | | | | | | |
| 20. TOTAL CNA's ISSUED (ROOM NIGHTS) | | | | | | | | | | | | | | | |
| 21. PCS FAMILIES HOUSED IN BACHELOR HOUSING (ROOM NIGHTS) | | | | | | | | | | | | | | | |
| PREPARED BY: | | PHONE (COMMERCIAL): | | | | PHONE (DSN): | | | | | | FAX: | | | |
| DATE | | | | | | | | | | | | | | | |
| E-MAIL ADDRESS: | | | | | | | | | | | | | | | |
| NAVFAC FORM 4550/1 (4/98) | | Cells highlighted in blue are available for data input. | | | | | | | | | | | | | |

| NAVY BACHELOR HOUSING (BH) OPERATIONS MANPOWER SUMMARY | | | | | | | | | | | | REPORT CONTROL SYMBOL NAVY (BH) 1472 | | | | |
|--|--|------------------------------------|----------|----------------|---------------------|--------|----------|--------------------------|----------------|-----|-----|---|-----|---------------|---------------|--------------------|
| 1. REPORTING ACTIVITY: | | 2. UNIT IDENTIFICATION CODE (UIC): | | | 3. REGION: | | | 4. REPORT DATE: (YYMMDD) | | | | | | | | |
| BH OPERATIONS FUNCTIONS | | MILITARY (OFFICER) | | | MILITARY (ENLISTED) | | | | CIVILIAN | | | | | | | |
| | | AMD | Assigned | Temporary Duty | AMD | | Assigned | | Temporary Duty | AMD | SMD | Assigned | | APF FLEX/PART | NAF FLEX/PART | Contract Personnel |
| | | (a) | (b) | (c) | MS | Non-MS | MS | Non-MS | (h) | (i) | (j) | APF | NAF | (m) | (n) | (o) |
| 5. Management | | | | | | | | | | | | | | | | |
| 6. Admin/Budgeting | | | | | | | | | | | | | | | | |
| 7. Building Manager | | | | | | | | | | | | | | | | |
| 8. Front Desk | | | | | | | | | | | | | | | | |
| 9. Maintenance | | | | | | | | | | | | | | | | |
| 10. Housekeeping | | | | | | | | | | | | | | | | |
| 11. Custodial | | | | | | | | | | | | | | | | |
| 12. Others | | | | | | | | | | | | | | | | |
| Note: AMD = Activity Manpower Document | | | | | | | | | | | | | | | | |
| Note: SMD = Station Manpower Document | | | | | | | | | | | | | | | | |
| Note: Temporary Duty = Military personnel temporarily attached to the BH Operation | | | | | | | | | | | | | | | | |
| Note: Others = This category is provided for functions that are not included in the categories listed. | | | | | | | | | | | | | | | | |
| NAVFAC FORM 5314/1 (4/98) | | | | | | | | | | | | Cells highlighted in blue are available for data input. | | | | |

Summary of Common Errors and Validation Checkpoints

1. General.

A. Forms. The current versions of the forms are:

NAVFAC Form 4550/1 (4/98), Navy BH Utilization Report
NAVFAC Form 5314/1 (4/98), Navy BH Operations Manpower

The forms are provided as enclosure (1) and are on the NAVFAC Intranet in Microsoft Excel format. With the exception of the data cells, they are locked and protected from changes. Please do not alter the forms or create your own. The reports are processed and consolidated electronically. Any change to the forms requires manual data input that introduces unnecessary risk of increased errors.

- ✓ Are the forms current?
- ✓ Have the forms been altered?

B. Files. The reports will be submitted electronically in Microsoft Excel format. The files may be saved as newer versions of Excel (up to Excel 97). Enclosure (1) of reference (a) specifies how to rename the files to identify your command and the report. For the Navy BH Utilization Report, use your UIC and the letter "U" (e.g. N00245U.xls). For the Navy BH Operations Manpower Summary, use your UIC and the letter "M" (e.g. N00245M.xls).

- ✓ Are the files named correctly?

C. Reports package. The actual utilization and manpower reports should be e-mailed directly to the CNI POC (Tracey Martin at martintd@navfac.navy.mil) and the remainder of the documentation mailed if the installation or region is not able to create a total electronic package. The report's package consists of four parts:

- ✓ A cover letter, signed by the Host Commander (can be electronic)
- ✓ Navy BH Utilization Report
- ✓ Navy BH Operations Manpower Summary
- ✓ Copy of your current BH Utilization Plan (hardcopy or electronic).

Enclosure (2)

In this case, current means the last Utilization Plan in effect during the period of the report, generally the plan for the fourth quarter of the fiscal year.

- ✓ Is the report package complete?
- ✓ Is the cover letter signed by the Host Commander or official designee?
- ✓ Is the correct Utilization Plan included?

D. Reporting commands. The reports are required from all Host Commanders with responsibility for Bachelor Housing. Reports will include all remote sites on the Host Commands plant account even if operated by another Service.

- Consolidated commands (those officially consolidated by OPNAV change notice) will submit one report.
 - Those commands in the process of consolidation will submit separate reports.
 - Do not role up by region unless officially consolidated.
- ✓ Have all Host Commanders with host responsibility for BH submitted reports?

2. Heading Data

A. Unit Identification Code (UIC): The UIC of the Host Command as listed in the Standard Navy Distribution List (SNDL) or OPNAVNOTE 5450.

- ✓ Is the UIC correct?

B. Regions: The short title of the Host Commands Region. The Regions with subordinate commands responsible for BH are:

COMNAVFOR JAPAN
COMNAVREG SOUTH
COMNAVMARIANAS
COMNAVREG GULFCOAST
COMNAVREG NE
COMNAVREG MIDWEST
COMNAVREG EUR
COMNAVREG SW
COMNAVREG SOUTHWEST ASIA
COMNAVFOR KOREA
COMNAVREG NW
COMNAVREG HAWAII
COMNAVREG SE

Enclosure (2)

COMNAVREG MIDLANT
NDW
BUMED (MED-344)

✓ Is the correct Region listed?

C. Report Date: This data is reported as of the end of the fiscal year. The correct report date for this year's report is 030930.

✓ Is the report date correct?

D. Reporting Activity: The name of the Host Command as listed in the Standard Navy Distribution List (SNDL) or OPNAVNOTE 5450.

✓ Is the official name of the reporting command listed?

3. Navy BH Utilization Report

A. Row 7 - Permanent Party Utilization Plan: Permanent party data is reported as a snapshot as of the ending date of the report. Row 7 is the number of permanent party personnel, in each category, which may be housed according to your current Utilization Plan.

✓ Do the numbers in Row 7 match the Permanent Party Utilization Plan included in the reports package?

B. Row 8 and Blocks 10 through 14: These numbers are all reported as a snapshot as of the ending date of the report (30 Sep 03).

✓ Based on your knowledge of the command, do the numbers in Row 8 and Blocks 10 through 14 appear reasonable?

C. Row 15 - Transient Utilization Plan: Transient utilization data is reported as a daily average over the entire fiscal year. Therefore, Row 15 will not necessarily match the current Utilization Plan. However, if the numbers are not very similar, there should be an explanation (new building brought online, rooms converted to or from Permanent Party, etc.).

✓ Are the numbers in Row 15 similar to the Transient Utilization Plan? If not, is there an explanation provided in the cover letter? Is there a logical reason for significant differences?

Enclosure (2)

D. Row 16 - Transient Personnel Housed: These numbers are reported as a daily average over the entire fiscal year.

- ✓ Based on your knowledge of the command, do the numbers in Row 16 appear reasonable?

E. Blocks 18 through 24 - Transient Supplemental Data: This data is reported as total room-nights for the fiscal year.

- ✓ Divide the number reported by 365. Based on your knowledge of the command, does the resulting number appear to be a reasonable daily average?

F. Block 20 - CNAs Issued: This number is the sum of CNA room-nights issued by SATO Travel and those issued by the local command. Different commands receive the data from SATO in different ways (automated transfer to the PMS, hardcopy reports, etc.). Locally issued CNAs may be obtained from the PMS or the CNA log. SATO can provide a report, at the end of the year, of how many CNAs and CNA room nights were issued during the year.

- ✓ Regions request a report, from SATO Travel, for the total number of CNA room nights issued for each command in your area of responsibility. Compare the number on the SATO report to Block 20. If the number from SATO is larger, Block 20 is probably wrong.

G. Overall Report:

- ✓ Compare this report to the report for the prior fiscal year. Are there significant differences? If so, is there an explanation provided in the cover letter? Is there a logical reason for significant changes?

5. Navy BH Operations Manpower Summary.

The Navy BH Operations Manpower Summary data is reported as a snapshot as of the report date.

A. Columns (a), (d), (e), (i) and (j) - Personnel Allowances: These columns represent the command's allowance for various categories of personnel. Allowances for military and appropriated funded civilian personnel come from the Activity Manpower Document. Allowances for nonappropriated funded civilian personnel come from local documentation.

Enclosure (2)

- ✓ Are the allowance columns completed? Refer to the Navy BH Utilization Report. Based on the size of the operation and the volume of business, do the numbers seem reasonable?

B. Columns (b), (f), (g), (k) and (l) - Personnel Assigned full-time: These columns represent the full-time employees assigned to BH as of the report date.

- ✓ Refer to the Navy BH Utilization Report. Based on the size of the operation and the volume of business, do the numbers seem reasonable?

C. Columns (m), (n), and (o) - Flexible schedule, part-time and contract personnel:

These personnel are reported as full-time equivalents (FTE). The formulas and standard working factors to be used are included in reference (a), enclosure (4).

- ✓ Refer to the Navy BH Utilization Report. Based on the size of the operation and the volume of business, do the numbers seem reasonable?

D. Overall Report:

- ✓ Compare this report to the report for the prior fiscal year. Are there significant differences? If so, is there an explanation provided in the cover letter? Is there a logical reason for significant changes?